

White, Patricia J

From: Martin, Debra K
Sent: Thursday, June 25, 2015 1:23 PM
To: Ruby, Chelsea A
Cc: Oliver, Kristina J
Subject: Greenbrier Classic Small Business Day attendees

Chelsea,

Below is a list of the attendees of Small Business Day at the Greenbrier Classic. Please let me know if you have any questions or would like additional information.

Debra

America's SBDC

Tee Rowe, President - <http://americassbdc.org/about-us/history/> and <http://americassbdc.org/about-us/americas-sbdc-staff/>

Small Businesses & Award Winners

Jason Shepherd, Peoples Bank – 2015 SBA Financial Champion of the Year
Diane Lewis, Action Facilities Management – 2013 SBA Small Business Person of the Year
Tim Warden, Engart Inc. – 2013 SBA Small Business Exporter of the Year
Matthew Thomas, Thomas|Work – 2013 SBA Home Based Business Champion
Gene & Frances Brooks, BrooAlexa – 2012 SBA Small Business Person of the Year
Nancy Bruns, J.Q. Dickinson Salt Works – SBDC client featured in Edge Magazine
Mr. & Mrs. Larry Lyon, representing Made in Germany – SBDC client
Brook & Stefanie Pauley, Rocky Brook Sinkers – SBDC client featured in Governor's State of the State address

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Steve Cutright, West Virginia University – SBDC Outreach Office host
Charlotte Weber, Robert C. Byrd Institute – SBDC Center host
Joe Carlucci, representing New River Gorge Regional Development Authority - SBDC Outreach Office host
Cathy Burns, Huntington Regional Chamber of Commerce – representing Advantage Valley, SBDC Outreach Office host
Donald R. Smith, Parkersburg Area Community Foundation – SBDC Champion
Dr. Chuck Terrell, Eastern WV Community College – SBDC Champion
Sharon Stratton, WVSBDC

Debra Martin, Deputy State Director
West Virginia Small Business Development Center
*Small business is **BIG** business in West Virginia!*

SBDC helps West Virginia companies with up to 500 employees succeed every day.



1900 Kanawha Blvd., East
Capitol Complex, Building 6, Room 652
Charleston, WV 25305-0311
304-957-2042
(888) 982-7232 (Business Ask Me! Line)
Debra.K.Martin@wv.gov
www.wvsbdc.org

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Boyd, Vicky J

From: Spence, Stephen E
Sent: Tuesday, June 16, 2015 1:22 PM
To: Boyd, Vicky J
Subject: greenbrier packets

Vicky, Please send Jeff Keister's packet by FedEx. Larry Meador's can be mailed. Thanks. Steve

Dominion Resources, Inc.
707 East Main Street
Richmond, VA 23219

ATTN: Jeff Keister

Tel: 804-771-4459

Larry Meador
507 Miller Ave
Hinton, WV 25951

Ellis-Williams, Tiffany

From: Hopkins, Kris N
Sent: Thursday, June 11, 2015 1:32 PM
To: Owrey, James C; Ellis-Williams, Tiffany; Hooker, Todd E; Hill, Sean D
Subject: FW: Greenbrier Classic Invitation
Attachments: image001.gif

Last consultant spot filled. Steve's a good guy and they have some nice clients.

Kris

Kris Hopkins | Director, Business & Industrial Development | West Virginia Development Office

Capitol Complex | Bldg. 6 | Rm. 504 | Charleston, WV 25305

P: 304.558.2234 | **F:** 304.558.0449 | **E-Mail:** kris.n.hopkins@wv.gov | www.wvdo.org

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See what executives are saying about West Virginia: [Business at the Speed of Life](#)

From: Steve Weitzner [<mailto:steve@silverlodeconsulting.com>]

Sent: Wednesday, June 10, 2015 4:38 PM

To: Hopkins, Kris N

Subject: RE: Greenbrier Classic Invitation

Hey Kris – Great to hear from you! Thanks so much for the awesome invite! Sounds like a terrific event and it is hard to say no to a chance to visit the Greenbrier again. As long as I don't have to attend the country music concerts, I might have to accept. Will there be a chance to play a bit of golf?

Steve



SILVERLODE
CONSULTING

Steve Weitzner

P: +1 216 263 8000 x 200 **F:** +1 216 263 9000

M: +1 216 214 5855 **E:** steve@silverlodeconsulting.com

www.silverlodeconsulting.com

2043 Superior Avenue, 2nd floor Cleveland, OH 44114 USA

From: Hopkins, Kris N [<mailto:Kris.N.Hopkins@wv.gov>]

Sent: Wednesday, June 10, 2015 11:46 AM

To: Steve Weitzner (steve@silverlodeconsulting.com)

Subject: Greenbrier Classic Invitation

Steve,

I hope you're well. We're hosting some clients and site selection friends at the Greenbrier Resort June 28-July 1. We'd love for you to join us.

Governor Tomblin and the West Virginia Development Office are pleased to extend an invitation for you to join us at The Greenbrier Classic in July. The Classic was awarded "Best in Class" by the PGA. This unique, fun event offers an unmatched opportunity to build relationships with our leadership and gain new insight on how West Virginia can benefit your clients.

Please don't view this event as a typical "fam. Tour" or site selection event. This event is very relaxing for our guests and you really determine your schedule.

Although rooms and meals at the luxurious Greenbrier Resort are included in this package from Sunday-Wednesday, you can come and go whenever you like. Spouses/Guests are welcome.

<http://www.greenbrier.com/>

Space is limited, so please let me know if you're interested in attending and we can discuss the options in more detail.

Best,

Kris

Kris Hopkins | Director, Business & Industrial Development | West Virginia Development Office

Capitol Complex | Bldg. 6 | Rm. 504 | Charleston, WV 25305

P: 304.558.2234 | F: 304.558.0449 | E-Mail: kris.n.hopkins@wv.gov | www.wvdo.org

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Ellis-Williams, Tiffany

From: Hooker, Todd E
Sent: Tuesday, June 09, 2015 9:58 AM
To: Ellis-Williams, Tiffany
Subject: RE: Fly fishing

There is four with Sean and his guest, so it's full unless you want to go. Get McGowan's shoe size. The fishing is Tuesday.

From: Ellis-Williams, Tiffany
Sent: Tuesday, June 09, 2015 9:57 AM
To: Hooker, Todd E
Subject: Re: Fly fishing

If you need me too sure

Sent from my iPhone

On Jun 9, 2015, at 8:51 AM, Hooker, Todd E <Todd.E.Hooker@wv.gov> wrote:

Ok. The second group is full. Do you want to go as well?

From: Ellis-Williams, Tiffany
Sent: Tuesday, June 09, 2015 8:40 AM
To: Hooker, Todd E
Subject: Re: Fly fishing

Kevin McGowan would like to go

Sent from my iPhone

On Jun 8, 2015, at 1:25 PM, Hooker, Todd E <Todd.E.Hooker@wv.gov> wrote:

Do any of your guests want to go? We need two more.

Ellis-Williams, Tiffany

From: Ellis-Williams, Tiffany
Sent: Tuesday, June 02, 2015 4:00 PM
To: alex.frei@cushwake.com
Subject: FW: Greenbrier Classic
Attachments: Save The Date Sun-Wed.pdf

Hello Mr. Frei, I wanted to follow up with you to see if you would like to attend the Greenbrier Classic event?

From: Ellis-Williams, Tiffany
Sent: Monday, April 27, 2015 8:38 AM
To: 'alex.frei@cushwake.com'
Subject: FW: Greenbrier Classic

From: Ellis-Williams, Tiffany
Sent: Monday, April 27, 2015 8:38 AM
To: 'alex.frei@cushwake.com'
Subject: Greenbrier Classic

Hello Alex,

I hope all is well with you.

My office, the West Virginia Development Office would like to cordially invite you and a guest to the world famous Greenbrier Resort in White Sulphur Springs, WV for the Greenbrier Classic PGA on Sunday, June 28th thru Wednesday, July 1st. The West Virginia Development Office is inviting consultants to the Greenbrier resort to discuss West Virginia's future during this week long event.

This special package of events, courtesy of the West Virginia Development Office, includes:

- Tickets to golfing events
- Paid lodging at the Greenbrier Resort
- Reception outlining West Virginia's business climate
- Premier viewing of the PGA Tour from our 18th green skybox

If you are interested, please let me know as soon as possible. We are still in the process of working out the details but I wanted to see if you are interested so I can put your name down and I will be sending you all information as I receive it.

Also you can visit, www.greenbrierclassic.com for more information. If you have any questions, please give me a call or email me. Have a nice day.



Tiffany Ellis-Williams

Manager, National Accounts

1900 Kanawha Blvd. Bldg. 6 Rm 504

Charleston, WV 25305

304.558.2234

www.wvdo.org

Ellis-Williams, Tiffany

From: Ellis-Williams, Tiffany
Sent: Tuesday, June 02, 2015 4:04 PM
To: caallen@heritage-bag.com
Subject: FW: PGA Tour-Greenbrier Classic
Attachments: Save The Date Wed-Sun FINAL.pdf

Hello Mr. Allen, I wanted to follow up with you to see if you would like to attend the Greenbrier Classic (attached) ?

From: Ellis-Williams, Tiffany
Sent: Tuesday, April 28, 2015 2:21 PM
To: 'caallen@heritage-bad.com'
Subject: PGA Tour-Greenbrier Classic

Hello Mr. Allen,

I hope all is well with you. Attached is an invitation to the PGA tour held in White Sulphur, WV. We would love to have you and another executive from Heritage Bag Company to attend this event.

This event will be Wednesday, July 1 thru Sunday, July 5th . The West Virginia Development Office is inviting existing and new business prospects to the Greenbrier resort to discuss West Virginia's business climate during this week long event.

This special package of events, courtesy of the West Virginia Development Office, includes:

- Tickets to golfing events
- Paid lodging at the Greenbrier Resort
- Reception outlining West Virginia's business climate
- Premier viewing of the PGA Tour from our 18th green skybox

If you are interested, please let me know as soon as possible. We are still in the process of working out the details but I wanted to see if you are interested so I can put your name down and I will be sending you all information as I receive it.

Also you can visit, www.greenbrierclassic.com for more information. If you have any questions, please give me a call or email me. Have a nice day.



Tiffany Ellis-Williams

Manager, National Accounts
1900 Kanawha Blvd. Bldg. 6 Rm 504
Charleston, WV 25305
304.558.2234
www.wvdo.org

Ellis-Williams, Tiffany

From: Ellis-Williams, Tiffany
Sent: Thursday, June 04, 2015 2:37 PM
To: Gasperini, Richard @ Pittsburgh
Subject: RE: Introduction to CBRE
Attachments: Save The Date Sun-Wed.pdf

Richard, attached is an invitation to the Greenbrier Classic. Please let me know if you are interested as soon as possible.

Ellis-Williams, Tiffany

From: Ellis-Williams, Tiffany
Sent: Wednesday, June 24, 2015 5:02 PM
To: Jeff Pappas
Subject: Re: Greenbrier Classic

Ok thanks for the reply

Sent from my iPhone

> On Jun 24, 2015, at 2:42 PM, Jeff Pappas <jpappas@cresa.com> wrote:
>

> Sorry, can't make it this year.
>

> Jeff
>

> -----Original Message-----

> From: Ellis-Williams, Tiffany [mailto:Tiffany.Ellis-Williams@wv.gov]

> Sent: Wednesday, June 24, 2015 7:30 AM

> To: Jeff Pappas

> Subject: Greenbrier Claasic
>

> Hello Jeff
>

> Hey we have one space open for the Greenbrier Classic this June 28-July 1 for consultants. Are you interested?
>

> My office will cover the cost for room and events. You would be responsible for transportation. Let me know soon if you can. Thanks
>

> Sent from my iPad

Ellis-Williams, Tiffany

From: Ellis-Williams, Tiffany
Sent: Tuesday, June 16, 2015 6:19 AM
To: lbank@newmarkkf.com
Subject: Greenbrier Classic

Hello Larry

I hope all is well...

My office is inviting consultants to the Greenbrier Classic starting on Sunday June 28 through July 1st.

We don't cover the cost of travel but we cover the hotel stay and tickets to golfing events. We also have a sky box on the 18th hole that serves breakfast and lunch.

Please let me know if you are interested and would like to come. Have a nice day

Sent from my iPhone

Ellis-Williams, Tiffany

From: Ellis-Williams, Tiffany
Sent: Wednesday, June 03, 2015 2:19 PM
To: Warren.D.Wood-1@dupont.com
Subject: RE: Greenbrier Classic

That is fine, I think we have only two rooms available at this point.

From: Warren.D.Wood-1@dupont.com [mailto:Warren.D.Wood-1@dupont.com]
Sent: Wednesday, June 03, 2015 2:18 PM
To: Ellis-Williams, Tiffany
Subject: RE: Greenbrier Classic

If it is ok. I will distribute internally and then have them contact you if interested. Please advise

Warren

From: Ellis-Williams, Tiffany [mailto:Tiffany.Ellis-Williams@wv.gov]
Sent: Wednesday, June 03, 2015 2:13 PM
To: WOOD, WARREN D
Subject: RE: Greenbrier Classic

You are welcome. Should I invite anyone else?

From: Warren.D.Wood-1@dupont.com [mailto:Warren.D.Wood-1@dupont.com]
Sent: Wednesday, June 03, 2015 2:04 PM
To: Ellis-Williams, Tiffany
Subject: RE: Greenbrier Classic

Tiffany,

Sorry for the delay in responding but I will not be able to attend.

Thank You for the invite,

Warren

From: Ellis-Williams, Tiffany [mailto:Tiffany.Ellis-Williams@wv.gov]
Sent: Wednesday, May 27, 2015 9:06 AM
To: WOOD, WARREN D
Subject: FW: Greenbrier Classic

Hello Mr. Wood, I wanted to follow up with you regarding the invite to the Greenbrier Classic. Are you available to attend?

From: Ellis-Williams, Tiffany
Sent: Tuesday, May 05, 2015 11:11 AM
To: 'Warren.D.Wood-1@dupont.com'
Subject: Greenbrier Classic

Good Morning Mr. Wood,

I hope all is well. My office will be hosting an event (attached) in July and we are inviting company officials that have an interest in West Virginia to this event. As you explained, DuPont will be creating a new company- Chemours and I was wanting to know who from this company I could invite at the executive level?

Also, this invite is for you too! Thanks for your help

Best Regards,
Tiffany Ellis-Williams

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Francais Deutsch Italiano Espanol Portugues Japanese Chinese Korean

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Ellis-Williams, Tiffany

From: Ellis-Williams, Tiffany
Sent: Monday, June 15, 2015 10:24 AM
To: Hopkins, Kris N
Subject: Re: Greenbrier

I am sending some emails out today to see if I can find a replacement.

Sent from my iPhone

> On Jun 15, 2015, at 3:47 PM, Hopkins, Kris N <Kris.N.Hopkins@wv.gov> wrote:
>

> Do you want to find a replacement or do you want us to?
>

> Kris Hopkins | Director, Business & Industrial Development | West
> Virginia Development Office
>

> Capitol Complex | Bldg. 6 | Rm. 504 | Charleston, WV 25305
> P: 304.558.2234 | F: 304.558.0449 | E-Mail: kris.n.hopkins@wv.gov |
> www.wvdo.org

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>

> See what executives are saying about West Virginia: Business at the
> Speed of Life
>

> -----Original Message-----

> From: Ellis-Williams, Tiffany
> Sent: Monday, June 15, 2015 9:44 AM
> To: Hopkins, Kris N
> Subject: Greenbrier
>

> Hello Kris
>

> Hey just found out the one of my consultants will not be attending. Hunter McGinness. Do you want me to let Paige know?
>

> Sent from my iPhone

Ellis-Williams, Tiffany

From: Ellis-Williams, Tiffany
Sent: Sunday, June 28, 2015 11:26 AM
To: Kevin McGowan
Subject: Re: Greenbrier

Hello Kevin

Upon your arrival please find the green Greenbrier Bus (shuttle) and this will take you to the Greenbrier. Go to registration and provide your name to receive your room.

Call me once you get into your room. I look forward to seeing you. Also we have a dinner/reception starting at 7pm if you feel up to it.

Sent from my iPhone

On Jun 26, 2015, at 11:50 AM, Kevin McGowan <kevin@mcgowanadvisors.com> wrote:

Hi Tiffany,

We look forward to seeing you on Sunday... thanks,

Kevin

Kevin McGowan, CCIM, SIOR
President
McGowan Corporate Real Estate Advisors
1275 Glenlivet Drive Suite 100
Allentown, PA 18106-3107
(267) 519-8273 O
(610) 233-6490 C
(610) 239-2248 F
kevin@mcgowanadvisors.com

www.mcgowanadvisors.com



What is SIOR? [Why Hire an SIOR?](#)

Ellis-Williams, Tiffany

From: Ellis-Williams, Tiffany
Sent: Tuesday, June 09, 2015 10:59 AM
To: Kevin McGowan
Subject: Re: Greenbrier

Kevin

The fly fishing is Tuesday morning. Also they need to know your shoe size?

Sent from my iPhone

On Jun 9, 2015, at 9:07 AM, Kevin McGowan <kevin@mcgowanadvisors.com> wrote:

ok

Kevin McGowan, CCIM, SIOR
President
McGowan Corporate Real Estate Advisors
1275 Glenlivet Drive Suite 100
Allentown, PA 18106-3107
(267) 519-8273 O
(610) 233-6490 C
(610) 239-2248 F
kevin@mcgowanadvisors.com

www.mcgowanadvisors.com



[What is SIOR?](#) [Why Hire an SIOR?](#)

On Tue, Jun 9, 2015 at 8:39 AM, Ellis-Williams, Tiffany <Tiffany.Ellis-Williams@wv.gov> wrote:

Monday morning

Sent from my iPhone

On Jun 8, 2015, at 6:15 PM, Kevin McGowan <kevin@mcgowanadvisors.com> wrote:

what day?

Kevin McGowan, CCIM, SIOR
President
McGowan Corporate Real Estate Advisors

1275 Glenlivet Drive Suite 100
Allentown, PA 18106-3107
(267) 519-8273 O
(610) 233-6490 C
(610) 239-2248 F
kevin@mcgowanadvisors.com

www.mcgowanadvisors.com



[What is SIOR?](#) [Why Hire an SIOR?](#)

On Mon, Jun 8, 2015 at 6:14 PM, Ellis-Williams, Tiffany <Tiffany.Ellis-Williams@wv.gov> wrote:
Would you like to go?

Sent from my iPhone

On Jun 8, 2015, at 4:22 PM, Kevin McGowan <kevin@mcgowanadvisors.com> wrote:

Never have done that but it might be fun

Kevin McGowan, CCIM, SIOR
President
McGowan Corporate Real Estate Advisors
1275 Glenlivet Drive Suite 100
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(267) 519-8273 O
(610) 233-6490 C
(610) 239-2248 F
kevin@mcgowanadvisors.com

www.mcgowanadvisors.com



[What is SIOR?](#) [Why Hire an SIOR?](#)

On Mon, Jun 8, 2015 at 2:54 PM, Ellis-Williams, Tiffany
<Tiffany.Ellis-Williams@wv.gov> wrote:
Hello Kevin

We are taking a group fly fishing and I wanted to know if you
would be interested?

Sent from my iPhone

Ellis-Williams, Tiffany

From: Ellis-Williams, Tiffany
Sent: Monday, June 08, 2015 2:55 PM
To: Kevin McGowan
Subject: Greenbrier

Hello Kevin

We are taking a group fly fishing and I wanted to know if you would be interested?

Sent from my iPhone

Ellis-Williams, Tiffany

From: Ellis-Williams, Tiffany
Sent: Tuesday, July 14, 2015 3:14 PM
To: lmyers@mccallumsweeney.com
Subject: Hello from West Virginia

Hello Lindsey,

I hope all is well. Thank you for coming and hanging out with us at the Greenbrier. I am glad you and Gordon had a great time and didn't get too sick off that nasty food ☺

If you need anything from this office, please feel free to contact me at any time. Have a nice day.



Tiffany Ellis-Williams
Manager, National Accounts
1900 Kanawha Blvd. Bldg. 6 Rm 504
Charleston, WV 25305
304.558.2234
www.wvdo.org

Ellis-Williams, Tiffany

From: Ellis-Williams, Tiffany
Sent: Friday, June 26, 2015 10:15 AM
To: Parrish, Paige
Subject: Re: Greenbrier

Another question

Could you see if we could arrange for the greenbrier to pick up my guest at the train station?

Sent from my iPhone

> On Jun 26, 2015, at 10:05 AM, Parrish, Paige <Paige.M.Parrish@wv.gov> wrote:
>

> 4 PM

>

> -----Original Message-----

> From: Ellis-Williams, Tiffany

> Sent: Friday, June 26, 2015 10:04 AM

> To: Parrish, Paige

> Subject: Re: Greenbrier

>

> Paige

>

> What time is check in?

>

> Sent from my iPhone

>

>> On Jun 25, 2015, at 11:57 AM, Parrish, Paige <Paige.M.Parrish@wv.gov> wrote:
>>

>> Hello Tiffany,

>>

>> On Tuesday (6/30) at 8:00 PM, you're at a table of 4 with the McGowans and Ms. Regan.
>>

>> On Wednesday (7/1), only you (not clients, who will have departed) are seated at a table of 12 with various WVDO staff and BID guests at 6:00 PM.

>>

>> Both at Prime.

>>

>> Best,

>> Paige

>>

>> -----Original Message-----

>> From: Ellis-Williams, Tiffany

>> Sent: Wednesday, June 24, 2015 5:03 PM

>> To: Parrish, Paige

>> Subject: Greenbrier

>>

>> Hello Paige
>>
>> Could you confirm if I made dinner reservations for my guest?
>>
>> Sent from my iPhone

White, Patricia J

From: Oliver, Kristina J
Sent: Wednesday, June 01, 2016 11:51 AM
To: White, Patricia J
Cc: Jarrell, Joshua L; Martin, Debra K
Subject: Per your request
Attachments: Reminder Invitation!; Thanks and an Invitation; Thank You! And an Invitation!; Thanks and an Invitation; FW: Golf Tournament - Overnight Client Form ; Daypass Client Form; Additions for Greenbrier Classic; RE: draft of Greenbrier Classic invitation; Fwd: Golf Tournament - Overnight Client Form ; Daypass Client Form; RE: Greenbrier Classic tally; FW: Reminder - Greenbrier Classic Invitation; Reminder and an Invitation; FW: Reminder Invitation!; Reminder Invitation!; RE: Thank you and an invitation!; Thank you and an invitation!; FW: Thank You! And an Invitation!; Thank You! And an Invitation!; Fwd: Thanks and an Invitation; Thanks and an Invitation; Thanks and an Invitation; Thanks and an Invitation; Thanks and an Invitation; Thanks and an Invitation; Re: Updated forms - added Wed concert - Greenbrier Classic; Re: Updated forms - added Wed concert - Greenbrier Classic; Fwd: Updated forms - added Wed concert - Greenbrier Classic; RE: updated list for Greenbrier Classic; RE: updated list for Greenbrier Classic; RE: updated list for Greenbrier Classic; Fwd: Accepted: The Greenbrier Classic; RE: Greenbrier Classic

Importance: High

Here you go!

Kristina Oliver, State Director

West Virginia Small Business Development Center

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Capitol Complex, Building 6, Room 553

Charleston, WV 25305-0311

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Kristina.J.Oliver@wv.gov

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White, Patricia J

From: Oliver, Kristina J
Sent: Wednesday, July 15, 2015 3:23 PM
To: April Youngblut
Cc: Martin, Debra K; Johnson, Steve D
Subject: RE: WV Small Business Day
Attachments: WV SB Day 7-3-2015.pdf

April,
Please feel free to use/edit any of the info below. Thanks again!!!!
Also, Tee should have received the new issue of the West Virginia EDGE magazine. (All the rooms and gift bags at The Greenbrier had copies – so cool!!)
This edition is the small business edition. Lots of SBDC clients!!! The weblink is not available yet, but I will send when it is. If Tee or the office did not receive a copy, please let me know and I'll make sure you get one. I'd love for you to use some of the articles in this issue for some of your news items. Thanks – you're the best!!! ~~~~KO

(Folks in the photo: West Virginia Governor, Earl Ray Tomblin, Kristina Oliver, West Virginia SBDC State Director, Tee Rowe, America's SBDC President & CEO, West Virginia First Lady Joanne Jaeger Tomblin)

"Each year since 2011, the West Virginia State Legislature has provided funds for the West Virginia Department of Commerce and Development Office to be a sponsor of the Greenbrier Classic, a PGA Tour event.
<http://www.greenbrierclassic.com/>

The Classic is held at The Greenbrier, a National Historic Landmark and an award-winning resort that has been welcoming guests from around the world since 1778.
<http://www.greenbrier.com/>

The sponsorship provides significant opportunities to grow business and invite investments into West Virginia. The impact of the Greenbrier Classic has grown during each of the past five years, and in 2015, for the first time, West Virginia Governor Earl Ray Tomblin, Commerce Secretary Keith Burdette and the West Virginia Small Business Development Center (WVSBDC) hosted a "Small Business Day" July 3rd at the West Virginia guest box on the 18th green. The WVSBDC was pleased to have America's SBDC President & CEO, Tee Rowe attend to celebrate the 35th Anniversary of America's SBDC.

Governor Tomblin, Secretary Burdette and WVSBDC leadership greeted West Virginia small business owners, supporters, partners and WVSBDC Advisory Board members throughout the day in a venue that features the state's business and tourism opportunities to a national audience."

Commerce Secretary calls Greenbrier 'incredible commercial' for W.Va.

<http://wvmetronews.com/2015/07/01/commerce-secretary-calls-greenbrier-classic-incredible-commercial-for-w-va/>

Kristina Oliver, State Director

West Virginia Small Business Development Center

*Small business is **BIG** business in West Virginia!*

SBDC helps West Virginia companies with up to 500 employees



*Debra
Martin*

Capitol Complex, Building 6, Room 652
Charleston, WV 25305-0311
(304) 957-2087
(888) 982-7232 (Business Ask Me! Line)
Kristina.J.Oliver@wv.gov
www.wvsbdc.org

Supported by the West Virginia Development Office.

Funded in part through a cooperative agreement with the U.S. Small Business Administration.

WVSBDC is an Accredited Member of the ASBDC.

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From: April Youngblut [mailto:april@americassbdc.org]
Sent: Wednesday, July 15, 2015 12:24 PM
To: Oliver, Kristina J
Subject: Fwd: WV Small Business Day

Hi Kristina,

We'd love to share this photo with the network. Did you guys do a blog or write-up on WV Small Business Day? Anything you could share would be great!

Thank you,
April

----- Forwarded message -----

From: Tee Rowe <tee.rowe@americassbdc.org>
Date: Wed, Jul 15, 2015 at 10:02 AM
Subject: WV Small Business Day
To: April Youngblut <april@americassbdc.org>

April,
I have attached a photo of Kristina Oliver, Gov Tomblin and his wife, and me at the WV Small Business Day event. Could you do a little write up and mention it in the newsletter? Also, maybe Kristina has some stuff to put on the website?

Thanks,
Tee

C. E. "Tee" Rowe

President & CEO

America's SBDC | t. 703.764.9850 | f. 703.764.1234

Find us on [Facebook](#) | [Twitter](#) | [LinkedIn](#) | [Blog](#) | [Gateway](#)

Check out our new website www.AmericasSBDC.org

--

April Youngblut

Director of Marketing & Communications

America's SBDC | t. [703.764.9850](tel:703.764.9850) | f. [703.764.1234](tel:703.764.1234)

Find us on [Facebook](#) | [Twitter](#) | [YouTube](#) | [Google+](#) | [LinkedIn](#) | [Blog](#)

- Celebrating 35 Years -

White, Patricia J

From: Martin, Debra K
Sent: Wednesday, June 01, 2016 11:50 AM
To: White, Patricia J
Cc: Jarrell, Joshua L
Subject: Greenbrier Classic
Attachments: RE: WV Small Business Day; Small Business Day at the Greenbrier Classic - July 31; FW: CHANGE - VIP Parking Lot Location; Dinner on Friday, July 3rd; Re: Reminder Invitation!; Re: Reminder Invitation!; Re: Reminder and an Invitation; RE: Greenbrier Classic; RE: Greenbrier Classic; Re: Reminder and an Invitation

Message 2 of 2.

Debra Martin, Deputy State Director
West Virginia Small Business Development Center
Small business is BIG business in West Virginia!
SBDC helps West Virginia companies with up to 500 employees succeed every day.

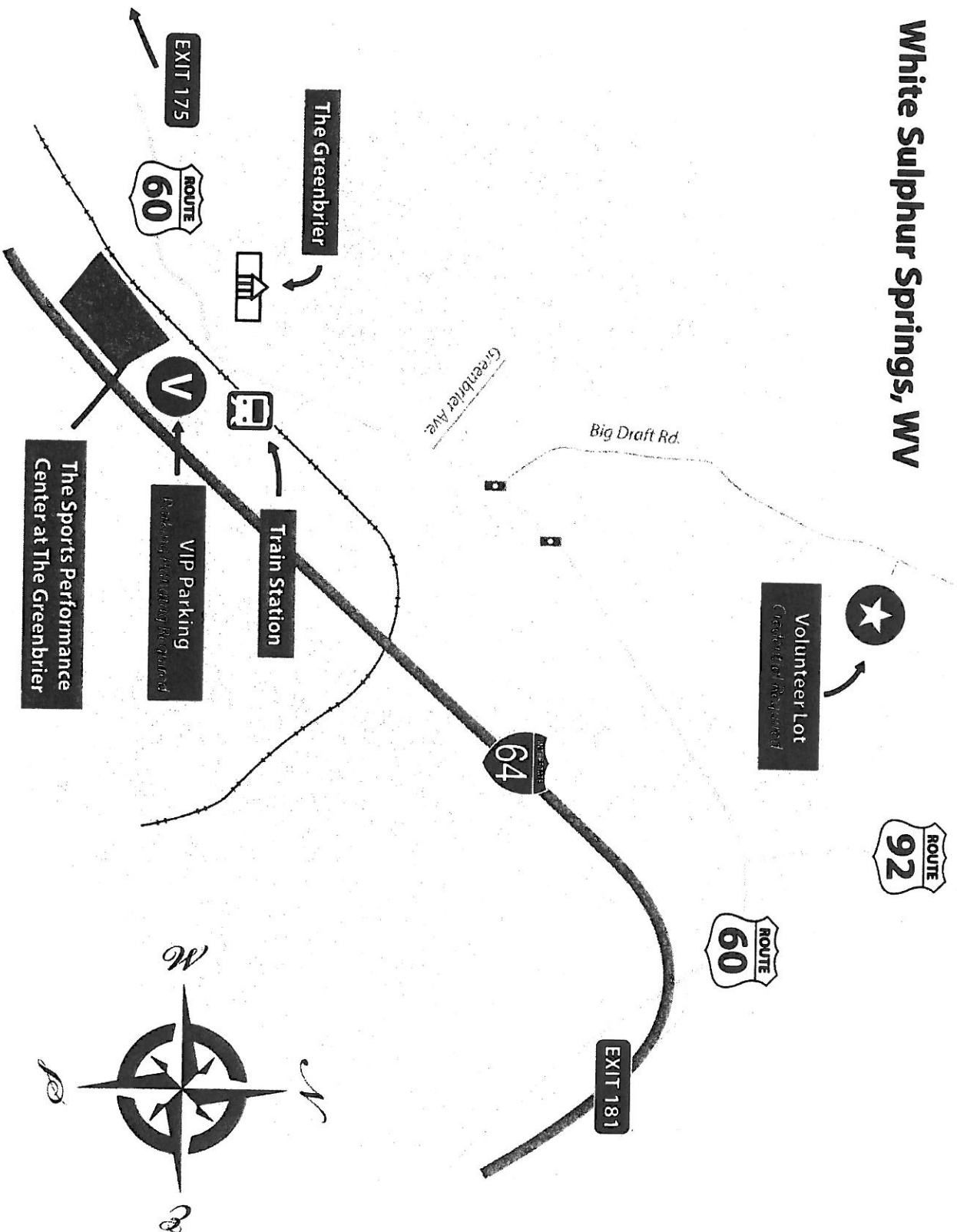


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White Sulphur Springs, WV



White, Patricia J

From: Martin, Debra K
Sent: Wednesday, July 08, 2015 9:12 AM
To: Steven Cutright; Oliver, Kristina J
Subject: RE: Thank you

You're very welcome Steve! Thanks for coming down and for supporting the WWSBDC!

Debra

From: Steven Cutright [mailto:Steven.Cutright@mail.wvu.edu]
Sent: Wednesday, July 08, 2015 7:47 AM
To: Martin, Debra K; Oliver, Kristina J
Subject: Thank you

Kristina & Deborah, thank you very much for the gracious invitation and a wonderful day at the Greenbrier Classic. My wife and I had a great time and enjoyed the event and the company very much. It was pleasure seeing you and spending the day with you. I greatly appreciate your hospitality. Thank you.

Steven W. Cutright, MBA, FAFE

Director, BrickStreet Center for Innovation & Entrepreneurship
College of Business & Economics Room 432
West Virginia University
1601 University Avenue P.O. Box 6025
Morgantown, WV 26506
Office: 304-293-7861

White, Patricia J

From: Martin, Debra K
Sent: Monday, July 06, 2015 3:23 PM
To: Oliver, Kristina J
Subject: FW: SBDC Advisory Board Notes Framework with Evaluation
Attachments: Draft Notes - WWSBDC Advisory Board 6 29 15.docx

My notes, with Leslie's edits in red font, are attached. Please review and let me know if any additional changes are needed.

From: leslie stone [mailto:leslie.stone4@frontier.com]
Sent: Monday, July 06, 2015 3:18 PM
To: Martin, Debra K
Subject: RE: SBDC Advisory Board Notes Framework with Evaluation

Hi, Debra!

It was good to see you this last week at the Greenbrier Classic. What fun!

Attached are the draft Advisory Board meeting notes from the June meeting. I have added information in red font and used ~~strike-through~~. The notes are ready for Kristina and/or other sets of eyes. Thank you.

I hope you had a great holiday!
Leslie

Leslie S. Stone
Stone Strategies, LLC
5294 Dewitt Road
Cross Lanes, WV 25313
(304) 769-0224 phone
(866) 616-2838 fax
leslie.stone4@frontier.com

From: Martin, Debra K [mailto:Debra.K.Martin@wv.gov]
Sent: Wednesday, July 01, 2015 3:21 PM
To: leslie stone
Subject: RE: SBDC Advisory Board Notes Framework with Evaluation

Leslie,
Content is added. Please review. Thanks!

Debra

From: leslie stone [mailto:leslie.stone4@frontier.com]
Sent: Tuesday, June 30, 2015 8:30 AM
To: Martin, Debra K
Subject: SBDC Advisory Board Notes Framework with Evaluation

Good morning, Debra!

Thanks for everything yesterday! Attached is the framework to use when 'plugging in' all the notes from yesterday's meeting. I revised the results and included the evaluation data. I am happy to review the notes once you have added the content, if you wish.

Thanks again for all you do and have a wonderful holiday!
Leslie

Leslie S. Stone
Stone Strategies, LLC
5294 Dewitt Road
Cross Lanes, WV 25313
(304) 769-0224 phone
(866) 616-2838 fax
leslie.stone4@frontier.com

WVSBDC Advisory Board Meeting
Spillman, Thomas and Battle
48 Donley Street, 8th Floor
Morgantown, WV
June 29, 2015
10:00 A.M. – 3:00 P.M.
Notes

Expected Results: Board members:

- Participated in an interactive exercise to meet new and existing members
- Engaged in an orientation to WVSBDC Board through activities to learn together
- Heard an update of highlights from Kristina Oliver, Director WVSBDC
- Received committee reports
- Shared ideas for and decided a nominations process to develop a slate of officers for September elections
- Identified next steps
- Evaluated the meeting

Present: Anne Barth, Joe Brouse, Gene Coulson, Emma Wilson, Kara Gray, Ann Jones, Monica Miller, Bruce Mutter, Michelle O'Connor, John Reger, Don Gallion, Rob Hinton, Judy Belcher, Joe Flynn, Leslie Stone, Mindy Walls, Kristina Oliver, Debra Martin

9:30 Coffee and Networking

10:00 Welcome, Review of Agenda, and Introductory Exercise – Leslie Stone, WVSBDC Advisory Board Chair reviewed the ground rules, welcomed the group and provided time for self-introductions. New members were introduced.

10:30 An Action Orientation to the WVSBDC Advisory Board – Distribution of New Notebooks
Leslie and Kristina guided the group through the contents of the new Advisory Board notebooks. Discussion followed regarding the information provided. Below are the comments provided by board members

- Board Information
 - Advisory Board Officer Expectations
 - Level of Interest & Time Commitment
 - The person serving as Vice Chair must be prepared ~~Preparedness~~ to serve as Chair once their VC service is completed
 - The board needs to decide about their desire of whether or not ~~role of state~~ government employees should serve in the Chair & Vice Chair roles
 - The person serving as Secretary needs to be very organized – consider voice recording meetings to aid in accurate notes
 - The Chair should have facilitation skills
 - The board should consider recruiting retired small business owners – recruit barbers, florists, etc.
 - Advisory Board Composition Assessment and Recruitment
 - Target private sector in recruiting and nominating new members – perhaps retired small business owners

12:00 Lunch

1:00 Committee Reports – Committee Chairs

- Executive (Advocacy) – on hiatus until meeting with the House Speaker
- Sustainability
 - Discussion of staff changes and funding cuts through 2015 legislative session – Governor's budget cut 4 state positions from the SBDC
 - Discussion of recent departure of Financial Control & Grants Manager and the possibility of moving that position to the WVDO, with partial responsibility for SBDC
 - Suggestion for committee to do a salary survey, using data regarding coach salaries nationwide, and consider a survey of departing coaches' salaries in the private sector
 - Communicate the value of technical assistance provided by coaches to WV businesses and the Legislature (end goal: to increase investment in WWSBDC). Add this to the white paper.
 - Look at the WV Impact Study results. Results due Fall 2015 at September Board meeting.
 - Everyone on the Board should continue to think about these issues and how they apply to the way we structure our sustainability work.
- Access to Capital
 - Access to Capital FAQ and Vocabulary documents were distributed
 - Suggestion – add Private Equity to the Vocabulary document
 - Board members should provide suggested changes to these documents through Google Docs by 7/31/15. Final version due at September meeting.
 - Explore and consider addressing the lag in timely payments from state government to small businesses for completed work
 - May 2015 event on capital access in Mercer County cancelled due to lack of attendance
 - Clean up committee membership between Advocacy, Access to Capital and Sustainability. Make sure that we have an accurate listing of committee members for all committees.
- Communications
 - Draft Talking Points being developed. Will be ready for review at September meeting
 - Advisory Board members should use talking points to guide their public comments and should look for opportunities to speak about the WWSBDC
 - How should we get the WWSBDC message to stakeholders? Letters to editor, Op/Ed articles, Testimonials, Success Stories – must follow federal guidelines regarding confidentiality. Debra will provide established and approved communications process to Anne Barth for use by the Communications Committee.
- Nominations (* quasi-government, + state government employee)
 - Member Terms (expired or expiring):
 - *Joe Brouse – 2014
 - *Mallie Combs – 2015
 - Gene Coulson – 2014
 - +George Daniels – 2013

- Joe Flynn – 2015
 - Don Gallion – 2013
 - *Anne Jones – 2014
 - +Monica Miller – 2015
 - +Bruce Mutter - 2015
 - John Reger – 2015
 - +Dave Satterfield – 2013
 - +Mindy Walls – 2014
- Member Terms (current)
 - *Anne Barth – 2016
 - Judy Belcher – 2018
 - +Gina Fantasia – 2016
 - *Justin Gaul – 2018
 - Kara Gray – 2016
 - *Rob Hinton – 2018
 - +Michelle O’Conner – 2016
 - Leslie Stone – 2016
- Advisory Board members should notify Dave Satterfield if they wish to roll off the Board
- The Nominations committee (Dave) will send an email to all Board members asking them to:
 - express their desire to leave the Board,
 - all members that would like to stay, will be asked to complete the Board Assessment
- Consider adding 3 years to expired members’ existing term limit. Check to make sure we still have staggered terms.
- Consider sticking to two 3-year terms for all regardless of initial draw (1, 2, or 3-year term). Those who drew 1 or 2-year terms would be eligible for two additional 3-year terms.
- Consider filling unexpired terms rather than starting a new 3-year term, to maintain staggered terms.
- Each Board member should complete the Board assessment (document located in the Board Information tab of the Advisory Board notebook). The Nominating Committee will compile individual results and review the Board’s composition.
- The Board Secretary may be from state government or a quasi-governmental entity.
- The Nominations Committee will send Board continuation request first by email and will include the Assessment. Members will respond “yes” by completing and returning the Assessment.
- The Nominations Committee will send a second email to request nominations for officers – all Board members are eligible to be nominated
- The Nominations Committee, in cooperation with the Administrator, will contact the nominees to check for eligibility and willingness to serve in the positions for which they were nominated

- 1:45 Update Highlights from the Director – Kristina Oliver, Director WWSBDC
- WWSBDC lost staff positions in the current budget

- Governor's Office entrepreneurship initiative – SBDC capacity to participate will require more handholding that current staffing levels allow. Will need to fill the gap with more funding.
- Hurricane Sandy grant funding – in jeopardy waiting for go-ahead from OMB

2:00 Identification of the Officers' Slate for September Elections

- Postponed – see process outlined above

2:45 Next Steps

- 2015 Meetings – select locations
 - September 28, 2015 – Café Cimino, Sutton
 - December 14, 2015 – State Capitol, Charleston
- Meeting Evaluation

Check Out: Participants were asked to share what went well with the day's meeting and what they recommended changing in order to improve future sessions. Participants used individual index cards to share their thoughts. Following is the group's collective response. This information can be used to guide participants in helping to shape the direction and tone of their future meetings.

<p style="text-align: center;">+</p> <p style="text-align: center;">What went well?</p>	<p style="text-align: center;">Δ</p> <p style="text-align: center;">What Would You Change?</p>
<ul style="list-style-type: none"> • Organized • Binders • Location • Networking • Nice space! • Great lunch • Free parking! • Lots of input • Great ideas • Venue • Discussion • Open discussion • Went well in the morning • Food was great • Clarity of notes • Welcome • Comfort level to speak • Clarity of meeting expectations • Well-organized agenda • Fluid discussion • Sincere interest of board members • Good location • Great lunch 	<ul style="list-style-type: none"> • Would have liked at least one small group breakout • More coffee • N/A • Less "inside WV government" discussion • Too much "multi-conversation" uproar • Fell apart in the afternoon • A little confusion on nominating process • More coffee • More time for committee discussion

<ul style="list-style-type: none"> • Robust and productive discussion • Good discussion • Everyone contributed • Leslie cracked the whip and kept us on schedule • Facility/Food • Good • Kept on meeting topic 	
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

White, Patricia J

From: Martin, Debra K
Sent: Monday, February 01, 2016 10:42 AM
To: Oliver, Kristina J; Coffman, Elizabeth A
Cc: Johnson, Steve D
Subject: RE: 2016 West Virginia Small Business Survey

We still have the list that we used to send invitations for the Greenbrier Classic. It has former SBA award winners, businesses that have been featured in Edge magazine, etc. Would we want to send something directly to them?

From: Oliver, Kristina J
Sent: Sunday, January 31, 2016 11:51 AM
To: Coffman, Elizabeth A <Elizabeth.A.Coffman@wv.gov>
Cc: Martin, Debra K <Debra.K.Martin@wv.gov>; Johnson, Steve D <Steve.D.Johnson@wv.gov>
Subject: FW: 2016 West Virginia Small Business Survey
Importance: High

Liz,
Please create an Outlook group and send an email for me to the members of the House of Delegates Committee on Small Business, Entrepreneurship and Economic Development. Here are links to the members and email addresses.
<http://www.legis.state.wv.us/committees/house/HouseCommittee.cfm?Chart=ecodev>
<http://www.legis.state.wv.us/committees/SeatingCharts/House/ecodev.pdf>

I would also like a similar email sent to all members of the WVEDC and WV economic developers – please work to get updated emails and create an Outlook group. Perhaps Sonja and/or Debi can help(?)
Please cc me on the correspondence and prior to sending, run it by Steve and Debra. Also, they may have helpful recommendations for other groups that need to receive information about the survey. Such as sending this also to the WV District Export Council.

Please be sure to save these email contact groups so that we can use for future initiatives. Let's also keep a listing on the s drive would also be helpful. Thanks in advance!

~~~KO

Dear Small Business Champion,  
I am requesting your assistance in helping to distribute the link to the 2016 West Virginia Small Business Survey. Please feel free to copy and paste the message below. Thanks in advance for your assistance. Once the survey results are computed, the WWSBDC will publish the results through a series of news releases.  
Thanks in advance for your assistance.

**2016 West Virginia Small Business Annual Survey**  
**Online survey asks West Virginia small businesses about needs, challenges**  
*Survey open through Feb. 19*

**CHARLESTON, W.Va.** — Small businesses in West Virginia have a chance to tell the state what they need to succeed. The West Virginia Small Business Development Center invites owners to share feedback regarding their business challenges and priorities in a confidential online survey on [wvsbdc.org/westvirginia](http://wvsbdc.org/westvirginia).

The survey can be completed in about 10 minutes. The window of opportunity to take it is open 24 hours a day, but closes at midnight, Friday, Feb. 19.

The survey is open to all small businesses in the state, whether they have been clients of WVSBDc or not. A small business is defined as any business with fewer than 500 employees.

"We want to hear the voices of small business owners," said WVSBDc State Director Kristina Oliver. "Who knows better what it's like on the front lines of business today than the business owners themselves? By taking the survey, business owners speak up for themselves and serve as champions for the state's business community as a whole. The more small business owners can tell us about their issues and challenges, the more effectively we can help them achieve their goals."

The survey will provide an overview on subjects such as:

- Business support
- Workforce
- Regulations
- Operations
- Market conditions
- Taxes and fees

Survey respondents will not be identified unless a participant chooses to provide information in the comments section at the end of the survey.

Businesses with questions about the survey may contact the WVSBDc Business Ask Me! Line at 888-982-7232 or [ASKME@wv.gov](mailto:ASKME@wv.gov).

**Kristina Oliver**, State Director

### **West Virginia Small Business Development Center**

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Capitol Complex, Building 6, Room 553

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**White, Patricia J**

---

**From:** Martin, Debra K  
**Sent:** Friday, June 26, 2015 2:34 PM  
**To:** Charlotte Weber  
**Subject:** RE: Small Business Day at the Greenbrier Classic - July 3!

Charlotte,  
Yours just went in the mail this week. You should get it today or tomorrow. Please let me know if you haven't gotten it by Monday. Sorry about the delay.

Debra

-----Original Message-----

**From:** Charlotte Weber [mailto:cweber@rcbi.org]  
**Sent:** Friday, June 26, 2015 2:33 PM  
**To:** Martin, Debra K  
**Subject:** Re: Small Business Day at the Greenbrier Classic - July 3!

Debra, I have not received anything yet. Sorry.  
Charlotte Weber

Sent from my iPhone

On Jun 26, 2015, at 2:02 PM, Martin, Debra K <Debra.K.Martin@wv.gov<mailto:Debra.K.Martin@wv.gov>> wrote:

We're looking forward to seeing you next Friday at the Greenbrier Classic for Small Business Day!

By now you should have received your grounds pass and parking permit for entry to the event. If you have not received this package, please contact me immediately.

Some other information we'd like to share with our guests to ensure that you enjoy your day at the event:

- Please make sure your badge is visible at all times! Access to the grounds is strictly enforced!
- Your red lanyard designates you as a guest of Small Business Day. Staff of the West Virginia Development Office will be available to assist you on the grounds, and will recognize you in this way.
- Governor Tomblin will greet our Small Business Day guests at noon in the WV Development Office hospitality box on the 18th green. Please join us!
- Refreshments will be available in our hospitality box on the 18th green throughout the day. You're welcome to visit this area at your leisure, but please be aware that the space has a capacity of 50, and is only open to OUR VIP GUESTS, so make sure your red lanyard and badge are visible.
- Please visit the WV Division of Tourism hospitality tent on the 17th green. This area will have a phone charging station, Tap Snap photo booth (<http://tapsnap.net/>), and other activities, as well as refreshments.
- For a course map, guidelines for proper attire (casual!!), cell phone usage and other spectator information about the event, please visit the event website at <http://www.greenbrierclassic.com/Spectator-Info.aspx>

- Parking - Directions to the VIP lot are below and a map is attached.

#### VIP PARKING – LOT V

VIP Parking (Lot V) is located at the Sports Performance Center at The Greenbrier.

#### DIRECTIONS

Traveling from East of Lewisburg, West Virginia:

- Take exit 181 on Right
- Turn Right onto Route 60 at end of exit ramp
- Turn Left onto Kate's Mountain Road (located after The Greenbrier's Main Entrance)
- Follow Signs to VIP PARKING Lot — Entry on Right

Travel time from Roanoke, Virginia approximately 1 hour 30 minutes Travel time from Covington, Virginia approximately 40 minutes

Traveling from West of Lewisburg, West Virginia:

- Take exit 175 on Right
- Turn Left onto Harts Run Road at end of exit ramp
- Turn Right onto Route 60
- Turn Right onto Kate's Mountain Road (located after The Greenbrier Clinic Entrance)
- Follow Signs to VIP PARKING Lot — Entry on Right

Travel time from Beckley, West Virginia approximately 40 minutes

#### PARKING INFORMATION

- Follow official Tournament roadway signage to VIP Parking (Lot V)
- There is no fee for VIP Parking
- Please display Lot V Parking Pass for access onto Parking Grounds
- Upon entering, follow directions to VIP (Lot V) parking area
- Carpooling is highly encouraged

#### SHUTTLE INFORMATION

Upon arrival at the parking area, a Tournament shuttle will pick up and drop off spectators at the Clubhouse. There is no additional fee for the shuttle. No drop off or walk up traffic is permitted at the Tournament. Shuttles will run continuously throughout the day and will continue for thirty (30) minutes after completion of play each day.

#### ADA PARKING

ADA parking will be available at the VIP PARKING Lot (Lot V). Follow Tournament road signage to designated handicapped parking area. Wheelchair accessible buses will be available to shuttle persons with disabled needs and their guests to the Tournament. A state issued handicap hangtag, sticker, or plate is required for access.

Again, we look forward to seeing you. If you have any additional questions or concerns, please give me a call!

Debra Martin, Deputy State Director

West Virginia Small Business Development Center Small business is BIG business in West Virginia!  
SBDC helps West Virginia companies with up to 500 employees succeed every day.

[cid:image001.jpg@01D0AFF0.5EC931C0]

1900 Kanawha Blvd., East

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<2015GBC\_VIPVolunteer\_ParkingMap.jpg>

**White, Patricia J**

---

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VIP Parking (Lot V) is located at the Sports Performance Center at The Greenbrier.

#### DIRECTIONS

Traveling from East of Lewisburg, West Virginia:

- Take exit 181 on Right
- Turn Right onto Route 60 at end of exit ramp
- Turn Left onto Kate's Mountain Road (located after The Greenbrier's Main Entrance)
- Follow Signs to VIP PARKING Lot — Entry on Right

Travel time from Roanoke, Virginia approximately 1 hour 30 minutes Travel time from Covington, Virginia approximately 40 minutes

Traveling from West of Lewisburg, West Virginia:

- Take exit 175 on Right
- Turn Left onto Harts Run Road at end of exit ramp
- Turn Right onto Route 60
- Turn Right onto Kate's Mountain Road (located after The Greenbrier Clinic Entrance)
- Follow Signs to VIP PARKING Lot — Entry on Right

Travel time from Beckley, West Virginia approximately 40 minutes

#### PARKING INFORMATION

- Follow official Tournament roadway signage to VIP Parking (Lot V)
- There is no fee for VIP Parking
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Again, we look forward to seeing you. If you have any additional questions or concerns, please give me a call!

Debra Martin, Deputy State Director

West Virginia Small Business Development Center Small business is BIG business in West Virginia!  
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[cid:image001.jpg@01D0AFF0.5EC931C0]

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Capitol Complex, Building 6, Room 652  
Charleston, WV 25305-0311  
304-957-2042  
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[www.wvsbdc.org](http://www.wvsbdc.org)<<http://www.wvsbdc.org/>>

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<2015GBC\_VIPVolunteer\_ParkingMap.jpg>

**White, Patricia J**

---

**From:** Martin, Debra K  
**Sent:** Tuesday, August 25, 2015 3:56 PM  
**To:** Coffman, Elizabeth A  
**Subject:** Greenbrier Classic photos

Liz,  
Please create mailing labels for these folks so that Kristina can mail their photos from the Greenbrier Classic to them.

Thanks!

|         |          |                         |                          |                     |
|---------|----------|-------------------------|--------------------------|---------------------|
| Anne    | Jones    |                         |                          | P.O. Box 35         |
| Michele | O'Connor |                         |                          | 3 W Hills Drive     |
| Leslie  | Stone    |                         |                          | 5294 Dewitt Road    |
| Mindy   | Walls    |                         |                          | 4693 Shadyside Lane |
| Jason   | Shepherd | Small Business Banker   | Peoples Bank             | 2524 3rd Avenue     |
| Marsha  | Krotseng | President               | Bluefield State College  | 219 Rock Street     |
| Justin  | Gaul     | VP Economic Development | Charleston Area Alliance | 1116 Smith Street   |

**White, Patricia J**

---

**From:** Martin, Debra K  
**Sent:** Sunday, June 28, 2015 5:49 PM  
**To:** Oliver, Kristina J  
**Subject:** Fwd: Small Business Day at the Greenbrier Classic - July 3!  
**Attachments:** image001.jpg

Is there anyone else you'd like to invite?

Sent from my iPad

Begin forwarded message:

**From:** Matt Thomas <[matt@thomaswork.com](mailto:matt@thomaswork.com)>  
**Date:** June 28, 2015 at 9:04:42 AM EDT  
**To:** "Martin, Debra K" <[Debra.K.Martin@wv.gov](mailto:Debra.K.Martin@wv.gov)>  
**Subject:** Re: Small Business Day at the Greenbrier Classic - July 3!

Hi Debra,

Very sorry to change my plans, but I will be unable to attend the Small Business Day at the Greenbrier.

Can I return the badges to you, or simply mail them to another recipient on your list?

Thanks,

Matt Thomas, ThomasWork  
[www.thomaswork.com](http://www.thomaswork.com)  
142 Hillside Drive  
Shock, WV 26638  
ph:304-462-4450  
[matt@thomaswork.com](mailto:matt@thomaswork.com)

On Fri, Jun 26, 2015 at 2:02 PM, Martin, Debra K <[Debra.K.Martin@wv.gov](mailto:Debra.K.Martin@wv.gov)> wrote:

We're looking forward to seeing you next Friday at the Greenbrier Classic for Small Business Day!

By now you should have received your grounds pass and parking permit for entry to the event. **If you have not received this package, please contact me immediately.**

Some other information we'd like to share with our guests to ensure that you enjoy your day at the event:

- Please make sure your badge is visible at all times! Access to the grounds is strictly enforced!
- Your red lanyard designates you as a guest of Small Business Day. Staff of the West Virginia Development Office will be available to assist you on the grounds, and will recognize you in this way.
- Governor Tomblin will greet our Small Business Day guests at noon in the WV Development Office hospitality box on the 18<sup>th</sup> green. Please join us!
- Refreshments will be available in our hospitality box on the 18<sup>th</sup> green throughout the day. You're welcome to visit this area at your leisure, but please be aware that the space has a capacity of 50, and is only open to OUR VIP GUESTS, so make sure your red lanyard and badge are visible.
- Please visit the WV Division of Tourism hospitality tent on the 17<sup>th</sup> green. This area will have a phone charging station, Tap Snap photo booth (<http://tapsnap.net/>), and other activities, as well as refreshments.
- For a course map, guidelines for proper attire (casual!!), cell phone usage and other spectator information about the event, please visit the event website at <http://www.greenbrierclassic.com/Spectator-Info.aspx>
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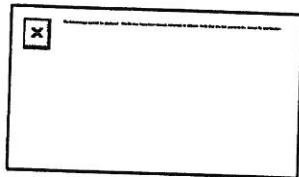
Again, we look forward to seeing you. If you have any additional questions or concerns, please give me a call!

**Debra Martin, Deputy State Director**

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**White, Patricia J**

---

**From:** Martin, Debra K  
**Sent:** Friday, June 26, 2015 2:32 PM  
**To:** Tucker WV  
**Cc:** Dan Hobbs  
**Subject:** RE: Small Business Day at the Greenbrier Classic - July 3!

Great! Thanks Anne. If, by chance, you will not be using the second parking pass, I know someone who could use it. And she'll be at the Advisory Board meeting on Monday. ☺

**From:** Tucker WV [mailto:tuckercounty@gmail.com]  
**Sent:** Friday, June 26, 2015 2:30 PM  
**To:** Martin, Debra K  
**Cc:** Dan Hobbs  
**Subject:** Re: Small Business Day at the Greenbrier Classic - July 3!

Thank you Debra. I look forward to seeing you on Monday and again at the Greenbrier on Friday. Due to a last minute obligation, Marti Neustadt will not be attending with me. However, Dan Hobbs, who is the AmeriCorps Member for Tucker County Development Authority will attend in her place. ( I have the pass and lanyards for both of us).

Again, I look forward to Friday's event.

Anne

Anne H. Jones  
Executive Director  
Tucker County Development Authority  
(304) 614-8839  
[tuckercounty@gmail.com](mailto:tuckercounty@gmail.com)  
[www.tuckerwv.com](http://www.tuckerwv.com)



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[cid:image001.jpg@01D0AFF0.5EC931C0]

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**White, Patricia J**

---

**From:** Martin, Debra K  
**Sent:** Monday, June 22, 2015 12:04 PM  
**To:** Charles Terrell  
**Subject:** RE: Greenbrier Classic-Small Business Day

Hi Chuck,

The Greenbrier policy is typically "resort wear," which translates into whatever is appropriate for the activity that you're participating in. For golf, I think khaki/Bermuda shorts and golf shirts are pretty typical. You can visit their "Spectator Info" page for additional information - <http://www.greenbrierclassic.com/Spectator-Info/Policies>.

I hope this helps,  
Debra

---

**From:** Charles Terrell [mailto:Charles.Terrell@easternwv.edu]  
**Sent:** Monday, June 22, 2015 9:34 AM  
**To:** Martin, Debra K  
**Subject:** RE: Greenbrier Classic-Small Business Day

Debra,

Good morning. What is the dress code for the upcoming Greenbrier Classic?

Business casual?

Thanks,  
Chuck

Chuck Terrell, Ph.D.  
President  
Eastern West Virginia Community and Technical College  
316 Eastern Drive  
Moorefield, WV. 26836  
Ph 304-434-8000 Fax 304-434-7001  
[www.easternwv.edu](http://www.easternwv.edu)

*Please note my new email: [charles.terrell@easternwv.edu](mailto:charles.terrell@easternwv.edu)*



**Eastern West Virginia**  
Community & Technical College  
*Discover Your Potential*

---

**From:** Martin, Debra K [mailto:Debra.K.Martin@wv.gov]  
**Sent:** Monday, June 01, 2015 9:02 AM  
**To:** Charles Terrell

Cc: 'Assistant Admin'  
Subject: RE: Greenbrier Classic-Small Business Day

Great! Thanks.

---

**From:** Charles Terrell [mailto:Charles.Terrell@easternwv.edu]  
**Sent:** Monday, June 01, 2015 8:47 AM  
**To:** Martin, Debra K  
**Cc:** 'Assistant Admin'  
**Subject:** RE: Greenbrier Classic-Small Business Day

Debra,

Please reserve two parking passes.

Thanks,  
Chuck

---

**From:** Martin, Debra K [mailto:Debra.K.Martin@wv.gov]  
**Sent:** Monday, June 01, 2015 8:36 AM  
**To:** Charles Terrell  
**Cc:** 'Assistant Admin'; Joseph Kapp; Oliver, Kristina J  
**Subject:** RE: Greenbrier Classic-Small Business Day

Hi Chuck! We look forward to seeing you! I'm sorry, but no, there is no room for a display. You can relax and enjoy the day as our guests!

Will the two of you travel together or should I reserve 2 parking passes?

Debra

---

**From:** Charles Terrell [mailto:Charles.Terrell@easternwv.edu]  
**Sent:** Monday, June 01, 2015 7:58 AM  
**To:** Martin, Debra K  
**Cc:** 'Assistant Admin'; Joseph Kapp  
**Subject:** Greenbrier Classic-Small Business Day

Debra,

Good morning. Eastern WV Community and Technical College will attend the Small Business Day at the Greenbrier Classic. Will the event include a table for a display?

Tentative: attendees

Chuck Terrell, President

Joe Kapp, Entrepreneur in Residence

Eastern WVCTC  
316 Eastern Drive  
Moorefield, WV 26836

Thank you,  
Chuck

Chuck Terrell, Ph.D.

President

Eastern West Virginia Community and Technical College

316 Eastern Drive

Moorefield, WV. 26836

Ph 304-434-8000 Fax 304-434-7001

[www.easternwv.edu](http://www.easternwv.edu)

*Please note my new email: [charles.terrell@easternwv.edu](mailto:charles.terrell@easternwv.edu)*



**Eastern West Virginia**  
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**White, Patricia J**

---

**From:** Martin, Debra K  
**Sent:** Thursday, June 04, 2015 8:49 AM  
**To:** Justin Gaull  
**Cc:** Oliver, Kristina J  
**Subject:** RE: Reminder Invitation!

Well, what a coincidence. I just sent our final tally in yesterday and we were at 49 tickets . . . out of 50 available. I'll put you on the list for ticket #50. We're so excited you'll be there!!

Debra

**From:** Justin Gaull [mailto:jmgaul@gmail.com]  
**Sent:** Wednesday, June 03, 2015 10:20 PM  
**Cc:** Martin, Debra K  
**Subject:** Re: Reminder Invitation!

I can make it! If it's too late and tickets are spoken for, that's ok. Sorry for the delay. Didn't know what the 3rd would look like until now. I don't have a guest for the day either, just me. - JG

Hope you're well!

On Friday, May 29, 2015, Oliver, Kristina J <[Kristina.J.Oliver@wv.gov](mailto:Kristina.J.Oliver@wv.gov)> wrote:

We hope that you received the invitation we sent last week. Since we have a limited number of tickets available and would like to invite as many small business champions as possible to this special event, **please let us know if you are unable to accept this invitation**. Please contact Debra Martin at [Debra.K.Martin@wv.gov](mailto:Debra.K.Martin@wv.gov).

Thanks!

---

**From:** Oliver, Kristina J  
**Sent:** Thursday, May 21, 2015 2:46 PM  
**Cc:** Martin, Debra K  
**Subject:** Thank You! And an Invitation!

Good afternoon!

Each year since 2011, the West Virginia Development Office (WVDO) has sponsored the Greenbrier Classic, a PGA Tour event. This sponsorship provides the WVDO with significant opportunities to grow business and invite investments into West Virginia. While the impact of this event has grown during each of the past 5 years, this year, for the first time, the WVDO will be promoting a **"Small Business Day"** during the Greenbrier Classic.

The West Virginia Small Business Development Center (WVSBDC) is pleased to invite you to attend the tournament as our guest on **Friday, July 3 – Small Business Day!**

We will be celebrating small businesses, partners and supporters of small businesses as well as the 35<sup>th</sup> Anniversary of America's SBDC. As a champion of small business efforts in West Virginia, your role in promoting entrepreneurship and small business is critical, and we hope that you will join us for this opportunity to bring those resources together in a venue that features the state's business and tourism opportunities to a national audience.

Although we are not able to offer lodging, the WWSBDC is extending an invitation for you and a guest to join us for **Small Business Day** by offering **two tickets and a parking pass for Friday, July 3**. The tickets will enable attendees to view the action from the WVDO guest box on the 18<sup>th</sup> green and to walk the course in the spectator areas. The gates open at 8:00 a.m., but our guests are welcome to arrive and depart anytime at their convenience on that day.

**Governor Tomblin will greet our guests and offer a message for Small Business Day at 12:00 Noon in our guest box and we request your attendance at that event; otherwise there is no agenda and the rest of the day is open.**

Please contact Debra Martin (304-957-2042 or [Debra.K.Martin@wv.gov](mailto:Debra.K.Martin@wv.gov)) to confirm your attendance, and provide the names and addresses of you and your guest, no later than Monday, June 1<sup>st</sup>.

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Thank you for being champions of West Virginia's Small Businesses and the WWSBDC!

Kindest regards,

**Kristina Oliver**, State Director

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**White, Patricia J**

---

**From:** Martin, Debra K  
**Sent:** Thursday, June 04, 2015 8:49 AM  
**To:** Justin Gaul  
**Subject:** RE: Reminder Invitation!

Hey Justin, can I send the ticket to your office or would you rather get it at home?

**From:** Justin Gaul [mailto:jmgaul@gmail.com]  
**Sent:** Wednesday, June 03, 2015 10:20 PM  
**Cc:** Martin, Debra K  
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**White, Patricia J**

---

**From:** Martin, Debra K  
**Sent:** Tuesday, June 02, 2015 2:13 PM  
**To:** Tucker WV  
**Subject:** RE: Reminder and an Invitation

And one more question. Will you need 1 parking pass or 2?

**From:** Tucker WV [mailto:tuckercounty@gmail.com]  
**Sent:** Tuesday, June 02, 2015 2:06 PM  
**To:** Martin, Debra K  
**Subject:** Re: Reminder and an Invitation

PO Box 35  
Thomas WV 26292

Thanks!

Anne

Anne H. Jones  
Executive Director  
Tucker County Development Authority  
(304) 614-8839  
[tuckercounty@gmail.com](mailto:tuckercounty@gmail.com)  
[www.tuckerwv.com](http://www.tuckerwv.com)  
@tuckerwv

On Tue, Jun 2, 2015 at 10:21 AM, Martin, Debra K <[Debra.K.Martin@wv.gov](mailto:Debra.K.Martin@wv.gov)> wrote:

Hi Anne. Forgive me if I've already asked you this question, but I'm just checking to make sure I have the address correct for where you'd like to receive the Greenbrier Classic tickets. Should I send them to your office and is the correct address **264 East Ave, Thomas, WV 26292** or would you prefer to get them at home? '

Thanks!

Debra

**From:** Tucker WV [mailto:tuckercounty@gmail.com]  
**Sent:** Friday, May 15, 2015 12:23 PM

**To:** Martin, Debra K; Marti Neustadt  
**Subject:** Re: Reminder and an Invitation

Great. I am bringing Marti Neustadt, Business Coach at the Value Chain Cluster Initiative as my guest.

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On Thu, May 14, 2015 at 9:17 AM, Martin, Debra K <[Debra.K.Martin@wv.gov](mailto:Debra.K.Martin@wv.gov)> wrote:

Thanks Anne! We'll be in touch.

Debra

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**Sent:** Wednesday, May 13, 2015 4:16 PM  
**To:** Martin, Debra K  
**Subject:** Fwd: Reminder and an Invitation

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----- Forwarded message -----

From: Oliver, Kristina J <[Kristina.J.Oliver@wv.gov](mailto:Kristina.J.Oliver@wv.gov)>  
Date: Wed, May 13, 2015 at 2:44 PM  
Subject: Reminder and an Invitation  
To: "Barth, Anne" <[annebarth2008@gmail.com](mailto:annebarth2008@gmail.com)>, "Belcher, Judy" <[judy@tamarackfoundation.org](mailto:judy@tamarackfoundation.org)>, "Belcher, Judy2" <[jsbel@msn.com](mailto:jsbel@msn.com)>, "Brouse, Joe" <[jbrouse@nrgda.org](mailto:jbrouse@nrgda.org)>, "Combs, Mallie" <[micombs@hardynet.com](mailto:micombs@hardynet.com)>, "Coulson, Gene" <[coulson.gene@gmail.com](mailto:coulson.gene@gmail.com)>, "Daniels, George" <[gdscore256@gmail.com](mailto:gdscore256@gmail.com)>, "Fantasia, Gina" <[gfantasia@capuderfantasia.com](mailto:gfantasia@capuderfantasia.com)>, "Flynn, Jr., Joseph" <[flynn@wesbanco.com](mailto:flynn@wesbanco.com)>, "Friel, Karen" <[karen.friel@sba.gov](mailto:karen.friel@sba.gov)>, "Gallion, Don" <[donlgallio@aol.com](mailto:donlgallio@aol.com)>, "Gaul, Justin" <[jgaull@charlestonareaalliance.org](mailto:jgaull@charlestonareaalliance.org)>, "Gray, Kara" <[kara@newhorizonconsult.com](mailto:kara@newhorizonconsult.com)>, "Jones, Anne" <[tuckercounty@gmail.com](mailto:tuckercounty@gmail.com)>, "Kim Donahue" <[kimberly.donahue@sba.gov](mailto:kimberly.donahue@sba.gov)>, "Miller, Monica D" <[Monica.D.Miller@wv.gov](mailto:Monica.D.Miller@wv.gov)>, "Mindy Walls" <[Mindy.Walls@mail.wvu.edu](mailto:Mindy.Walls@mail.wvu.edu)>, "Mutter, Bruce" <[bmutter@cartinc.com](mailto:bmutter@cartinc.com)>, "O'Connor, Michele" <[amo.jit@frontier.com](mailto:amo.jit@frontier.com)>, "Reger, II, John" <[cap.venture@frontier.com](mailto:cap.venture@frontier.com)>, "rob@upshurda.com" <[rob@upshurda.com](mailto:rob@upshurda.com)>, "Satterfield, David" <[david.satterfield@mail.wvu.edu](mailto:david.satterfield@mail.wvu.edu)>, "Stone, Leslie" <[leslie.stone4@frontier.com](mailto:leslie.stone4@frontier.com)>  
Cc: "Martin, Debra K" <[Debra.K.Martin@wv.gov](mailto:Debra.K.Martin@wv.gov)>, "Johnson, Steve D" <[Steve.D.Johnson@wv.gov](mailto:Steve.D.Johnson@wv.gov)>

Good afternoon Advisory Board members!!!

Please remember that Monday, June 29<sup>th</sup> is our next Board meeting. We will be sending an agenda and items from our last meeting very soon. Our meeting will take place at a conference room at Spilman, Thomas and Battle near the Waterfront Place Hotel in Morgantown. (Thanks Mindy Walls!) The address is 48 Donley St. Morgantown, and we will be on the 8th floor. Directions and parking details will be provided a little closer to the meeting.

*And now for another very important invitation!*

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The West Virginia Small Business Development Center is pleased to invite WWSBDC Advisory Board Members to attend the tournament as our guests on **Friday, July 3 – Small Business Day!** We will be

celebrating partners and supporters of small businesses as well as the 35<sup>th</sup> Anniversary of America's SBDC. As a champion of small business in West Virginia and a member of the WWSBDC Advisory Board, your role in promoting entrepreneurship and small business is critical, and we hope that you will join us for this opportunity to bring those resources together in a venue that features the state's business and tourism opportunities to a national audience.

Although we are not able to offer lodging, the WWSBDC is extending an invitation for you and a guest to join us for **Small Business Day** by offering **two tickets and a parking pass for Friday, July 3**. The tickets will enable attendees to view the action from the WVDO guest box on the 18<sup>th</sup> green and to walk the course in the spectator areas. The gates open at 8:00 a.m., but our guests are welcome to arrive and depart anytime at their convenience on that day. **The Governor will greet our guests and offer a message for Small Business Day at 12:00 Noon in our guest box and we request your attendance at that event;** otherwise there is no agenda and the day is open. In addition to the **Small Business Day** events on Friday, July 3, we hope that you will join us for a special **West Virginia Reception** on Thursday evening (details to follow).

Please contact Debra Martin (304-957-2042 or [Debra.K.Martin@wv.gov](mailto:Debra.K.Martin@wv.gov)) to confirm your attendance, and provide the names and addresses of you and your guest, **no later than Monday, May 18**. Since we have a limited number of tickets available and would like to invite as many small business champions as possible to this special event, **please let us know if you are unable to accept this invitation**. We appreciate your prompt reply.

For more information about the Greenbrier Classic, please visit their website at <http://www.greenbrierclassic.com/Tournament-Info/Schedule-Of-Events.aspx>.

Thank you for being champions of West Virginia's Small Businesses and the WWSBDC!

**Kristina Oliver**, State Director

**West Virginia Small Business Development Center**

*Small business is **BIG** business in West Virginia!*

*SBDC helps West Virginia companies with up to 500 employees succeed every day.*



Capitol Complex, Building 6, Room 652

Charleston, WV 25305-0311

(304) 957-2087

(888) 982-7232 (Business Ask Me! Line)

Kristina.J.Oliver@wv.gov

[www.wvsbdc.org](http://www.wvsbdc.org)

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**White, Patricia J**

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**From:** Martin, Debra K  
**Sent:** Tuesday, June 02, 2015 2:12 PM  
**To:** Steven Cutright  
**Cc:** Oliver, Kristina J  
**Subject:** RE: Greenbrier Classic

Great! We'll mail the tickets to whatever address you prefer.

Debra

---

**From:** Steven Cutright [mailto:Steven.Cutright@mail.wvu.edu]  
**Sent:** Tuesday, June 02, 2015 2:11 PM  
**To:** Martin, Debra K  
**Cc:** Oliver, Kristina J  
**Subject:** RE: Greenbrier Classic

Debra, thank you very much for your help. I will take 2 tickets and gladly attend to support the SBDC. Do I pick them up at a will call, or do you want to mail them to me. Either way is fine. I will provide you my home address if you want to mail them to me. Tell Kristina that if there is anything I can help her with at the event for her to feel free to call me. Thanks again for the invite.

**Steven W. Cutright, MBA, FAFE**

Director, BrickStreet Center for Innovation & Entrepreneurship  
College of Business & Economics Room 432  
West Virginia University  
1601 University Avenue P.O. Box 6025  
Morgantown, WV 26506  
Office: 304-293-7861

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**From:** Martin, Debra K [mailto:Debra.K.Martin@wv.gov]  
**Sent:** Tuesday, June 02, 2015 8:49 AM  
**To:** Steven Cutright  
**Cc:** Oliver, Kristina J  
**Subject:** RE: Greenbrier Classic

Hi Steve,  
I checked about the concert tickets. My understanding is that these can be provided for the Friday evening concert (no charge) along with your day passes to the golf tournament. Just let me know if you're definitely attending and we'll get those out to you.

Thanks,  
Debra

---

**From:** Steven Cutright [mailto:Steven.Cutright@mail.wvu.edu]  
**Sent:** Monday, June 01, 2015 11:39 AM  
**To:** Martin, Debra K  
**Subject:** Greenbrier Classic

Debra, can you please call me to discuss. Office 304-293-7861. Cell 304-677-9535. I want to attend, but I have a questions for you before committing. Thank you very much.

**Steven W. Cutright, MBA, FAFE**

Director, BrickStreet Center for Innovation & Entrepreneurship  
College of Business & Economics Room 432  
West Virginia University  
1601 University Avenue P.O. Box 6025  
Morgantown, WV 26506  
Office: 304-293-7861

**White, Patricia J**

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**From:** Martin, Debra K  
**Sent:** Tuesday, June 02, 2015 10:22 AM  
**To:** Tucker WV  
**Subject:** RE: Reminder and an Invitation

Hi Anne. Forgive me if I've already asked you this question, but I'm just checking to make sure I have the address correct for where you'd like to receive the Greenbrier Classic tickets. Should I send them to your office and is the correct address **264 East Ave, Thomas, WV 26292** or would you prefer to get them at home? '

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**From:** Tucker WV [mailto:tuckercounty@gmail.com]  
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**Sent:** Wednesday, May 13, 2015 4:16 PM  
**To:** Martin, Debra K  
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I will be attending. I do not yet have the name of my guest but I will get it to you.

Anne

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@tuckerwv

----- Forwarded message -----

From: **Oliver, Kristina J** <[Kristina.J.Oliver@wv.gov](mailto:Kristina.J.Oliver@wv.gov)>

Date: Wed, May 13, 2015 at 2:44 PM

Subject: Reminder and an Invitation

To: "Barth, Anne" <[annebarth2008@gmail.com](mailto:annebarth2008@gmail.com)>, "Belcher, Judy" <[judy@tamarackfoundation.org](mailto:judy@tamarackfoundation.org)>, "Belcher, Judy2" <[jsbel@msn.com](mailto:jsbel@msn.com)>, "Brouse, Joe" <[jbrouse@nrgda.org](mailto:jbrouse@nrgda.org)>, "Combs, Mallie" <[mjcombs@hardynet.com](mailto:mjcombs@hardynet.com)>, "Coulson, Gene" <[coulson.gene@gmail.com](mailto:coulson.gene@gmail.com)>, "Daniels, George (gdscore256@gmail.com)" <[gdscore256@gmail.com](mailto:gdscore256@gmail.com)>, "Fantasia, Gina" <[gfantasia@capuderfantasia.com](mailto:gfantasia@capuderfantasia.com)>, "Flynn, Jr., Joseph" <[flynn@wesbanco.com](mailto:flynn@wesbanco.com)>, "Friel, Karen" <[karen.friel@sba.gov](mailto:karen.friel@sba.gov)>, "Gallion, Don" <[donlgallio@aol.com](mailto:donlgallio@aol.com)>, "Gaul, Justin" <[jgaull@charlestonareaalliance.org](mailto:jgaull@charlestonareaalliance.org)>, "Gray, Kara" <[kara@newhorizonconsult.com](mailto:kara@newhorizonconsult.com)>, "Jones, Anne" <[tuckercounty@gmail.com](mailto:tuckercounty@gmail.com)>, "Kim Donahue ([kimberly.donahue@sba.gov](mailto:kimberly.donahue@sba.gov))" <[kimberly.donahue@sba.gov](mailto:kimberly.donahue@sba.gov)>, "Miller, Monica D" <[Monica.D.Miller@wv.gov](mailto:Monica.D.Miller@wv.gov)>, "Mindy. Walls@[mail.wvu.edu](mailto:mail.wvu.edu)" <[Mindy.Walls@mail.wvu.edu](mailto:Mindy.Walls@mail.wvu.edu)>, "Mutter, Bruce" <[bmutter@cartinc.com](mailto:bmutter@cartinc.com)>, "O'Connor, Michele" <[amo.jit@frontier.com](mailto:amo.jit@frontier.com)>, "Reger, II, John" <[cap.venture@frontier.com](mailto:cap.venture@frontier.com)>, "[rob@upshurda.com](mailto:rob@upshurda.com)" <[rob@upshurda.com](mailto:rob@upshurda.com)>, "Satterfield, David" <[david.satterfield@mail.wvu.edu](mailto:david.satterfield@mail.wvu.edu)>, "Stone, Leslie" <[leslie.stone4@frontier.com](mailto:leslie.stone4@frontier.com)>  
Cc: "Martin, Debra K" <[Debra.K.Martin@wv.gov](mailto:Debra.K.Martin@wv.gov)>, "Johnson, Steve D" <[Steve.D.Johnson@wv.gov](mailto:Steve.D.Johnson@wv.gov)>

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